

ST TAMMANY PARISH RECREATION DISTRICT 6

LEE ROAD RECREATION

*Let’s play ball!!!!*

*Youth Sports Program Guidebook*

Mission

It is the mission of St. Tammany Parish Recreation District #6 to serve young players, their families and the community at large by providing the opportunity to have fun, participate and learn the fundamental skills of each sport while stressing the importance of sportsmanship, respect, teamwork and self-discipline through healthy and fair completion.

Vision

To build on established partnerships; to promote, preserve and enhance a key community asset by providing exceptional facilities for the best in class sports and recreational opportunities that incorporate natural and physical amenities for residents of STPRD 6 and the surrounding areas.

Values

 Inclusive – Fair – Participative

STPRD 6 strives to address the sports and recreational needs of everyone living in the district.

 Committed – Passionate – Focused

STPRD 6 is dedicated to the unique needs and interests of the community with a vigorous, can-do attitude.

Trustworthy – Honest – Sincere

STPRD 6 relies on a strong reputation for good stewardship of public trust and funds.

Vibrant – Fresh- Engaging

STPRD 6 is the leader in youth athletics and recreation celebrating the region’s culture and heritage.

Objectives

1. Physical fitness is encouraged through participation in intramural athletics, recreation and exercise. Physical activities contribute to achieving self-confidence and self-discipline as well as developing leadership skills and teamwork.
2. Develop the mental and physical skills of individual responsibility and teamwork through sports and activities. Instruction in proper techniques, attitudes, and character development are the top priorities.
3. To provide a safe, fun and equitable environment for all participants of all ages which will foster the teaching of sportsmanship, fundamentals of the game, social interaction, participation, and a fun, positive experience.
4. To expose our youth to as many different teammates and coaches as possible for social and emotional development.

Standards

The following standards have been adopted from the National Alliance for Youth Sports:

* Quality Sports Environment: Youth sports programs must be developed and organized to ensure, as well as to enhance the emotional, physical and educational well-being of children.
* Sports participation should be fun and a portion of a child’s life: Youth sports are only one portion of a child’s life that must be balanced with other social and educational experiences and activities.
* Training and Accountability: Adults involved with youth sports must receive training and important information about the program and must be held accountable for their behavior.
* Screen Process: To ensure the safety and well-being of children in youth sports, individuals with regular, repetitive access or contact with children must complete the screening process.
* Parent’s Commitment: Parents and guardians must take an active and positive role in their child’s youth sports experience.
* Sportsmanship: Everyone involved in youth sports programs should exhibit positive sportsmanship behavior at all times.
* Safe Playing Environment: Youth Sports programs must provide safe playing facilities and equipment, healthful playing situations and proper first aid applications, should the need arise.
* Equal Opportunity: Parents, coaches and league administrators must provide equal opportunities for all youth regardless of race, creed, sex, economic status or ability.
* Drug, Tobacco, Alcohol and Performance Enhancer-Free Environment: Parents, coaches, officials, fans, players and administrators must be drug, tobacco, alcohol and performance enhancer free at youth sports activities.

General Park Policies

* No alcohol, drugs, glass containers or firearms are allowed in the park.
* Solicitation or the sale of food or drinks within the park is strictly prohibited.
* All patrons are expected to be courteous and respectful to Park staff.
* Any unauthorized use or uses of the park may be asked to leave the premises.
* Pets are not allowed near youth activities, athletic fields, and/or in gyms, with the exceptions of service animals.
* No unauthorized ATVs or vehicles are allowed in the fenced areas.
* All traffic and speed limit signs in the park must be obeyed.

Inclement Weather

* Field and park closures are dictated by the Facility Director(?) based on field conditions. When fields are closed the website and Facebook will be updated. Field closures are determined by 4 p.m. daily, however it is recommended that parents check the status of the fields before they leave for their game.
* Every effort is made to remain open to adhere to practice and game schedules, however the safety of the participants will be the main determining factor. Other factors include the amount of rainfall, previous rainfall and the timing and availability of the staff to prepare the fields.
* Once lightening is detected within a 3-8 mile radius fields and bleachers must be cleared of all fans, players and coaches.
* If concerned about inclement weather please call the office at 985-317-3260 or email us at leeroadrec2013@gmail.com
* Incident and Accident reporting
* STPRD 6 must be notified of all incidents and accidents. Reporting information will be used for the staff to follow up with the injured person, for filing insurance claims.
* Insurance requirements
* Programs are required to carry a minimum of:
* $1 million each occurrence
* $2 million General Aggregate
* $2 million Products/completed Operations Aggregrate
* $1 million Personal/Advertising Injury
* $5,000 Medical payments
* $1 million Participants Legal Liability
* Commercial Automobile Hired and non-Owned Liability of $150,000 each Accident.
* $100,000 Sexual Abuse and Molestation each occurrence
* Offsite Practices: There are times when teams may choose to practice offsite due to time and space constraints. Coaches are required to get written permission from offsite property owner. The coach will forward all information to STPRD 6. A certificate of insurance will then be issued in the property holder’s name. This request should be submitted at least 6 business days prior to the scheduled activity.
* General Information:
* Website: [www.leeroadsports.com](http://www.leeroadsports.com)
* Phone: 985-317-3260
* Facebook: “Lee Road Rec(St. Tammany Parish Recreation District 6)
* Email: leeroadrec2013@gmail.com

Registration and Budget Information

* Budget deadlines and approvals
* All purchases must comply with all STPRD 6 business policies and procedures regarding multiple quotes, purchase orders and public bid law(if applicable).
* Budgets must be approved by the STPRD 6 board of directors during regular board meetings. The yearly budget is completed and voted on during the December board meeting.
* Length of registration
* Registration will begin a minimum of two(2) weeks prior to start of season.

All registrations are completed online. Registration can be done via our online registration system at [www.leeroadsports.com](http://www.leeroadsports.com). **Anyone registering after the close of registration is *NOT* guaranteed to be placed on a team.  Registrations will only be taken to fill teams or break into another team.   Rev. 03/27/22**

**Teams will not be over stacked to accommodate late registrants.**

Carpool request are not guaranteed. Only siblings in the same age group are guaranteed to be on the same team.

* All registered players ages 5 and up will go through the evaluation and draft process. Rev. 3/27/22
* STPRD 6 reserves the right to charge a late fee; the Director(STPRD 6 Board) reserves the right to determine whether late participants can be accommodated.
* In an effort to market and promote our programs, registration information will be posted via the following:
* [www.leeroadsports.com](http://www.leeroadsports.com)
* Facebook: “Lee Road Rec(St. Tammany Parish Recreation District 6)
* Email
* Refunds
* Full refunds will be given for any recreational program postponed, rescheduled or cancelled by STPRD 6.
* Participate request for refunds must be submitted in writing to STPRD 6. The amount of refund, if any, will be based on the date of the request, cost associated with participation, and reason for withdrawal. STPRD 6 reserves the right not to issue any refund once program/season has begun. All refunds are subject to a $10 processing fee. If participant purchases the refund insurance through the online registration system, then the request for refund will need to be submitted to them not STPRD 6.
* Upon approval of the refund a check will be issued. The primary account holder will be notified via email when the check has been mailed.
* Refunds are mailed to the address listed on the account. STPRD 6 is not responsible for undeliverable mail. Any returned checks will be kept in the office for in-person distribution.

Conflict Resolution Procedures

* To file a formal complaint, please submit an email to leeroadrec2013@gmail.com. The email should include contact information and as much detail about the situation as possible. The STPRD 6 board will meet to discuss any incidents that occur on or off the property of STPRD 6. Our administrative assistant will then follow-up with all parties involved.
* If immediate action is warranted the Board Chairman will take immediate action pending a meeting.
* A “hearing” will take place between all parties involved.
* If a conflict exists with a member of the board, they will not be allowed to sit in on the hearing.
* Following the decision of the board appeals can be made. Any appeal made can result in a decrease or increase of suspensions.

Head Coach Selection

* Interested head coaches and designated assistant coaches must register online prior to close of registration via [www.leeroadsports.com](http://www.leeroadsports.com) and pass a criminal background check. Rev. 3/27/22
* Registering as a coach is NOT A GUARANTEE that you will be asked to coach a STPRD 6 team.
* The criteria for selecting and approving the head coach and assistant coaches may include, but not limited to:
1. Review of prior discipline or formal complaints;
2. In district residents go before out of district residents
3. Must be present at practices and games(at least 80%)
4. Experience in coaching youth sports
5. Number of years as a coach/assistant coach/team parent/board member
6. Feedback and comments from coaches and parent survey
7. A brief interview, if applicable
* If there are more applicants than head coach positions in a particular division, the board shall take into account the above criteria and then use those to eliminate applicants following in order of 1-7 to aide with the coach selection process.
* If there are available head coaching vacancies after player registration has closed, STPRD 6 will be responsible for notifying the public of coaching vacancies. STPRD 6 will request for applicants to fill such vacancies via posting the vacancies on the STPRD 6 website, via email and Facebook. If coach vacancies remain, then and only then will out of district coaches be considered.
* If a STPRD 6 board member request to be a head coach and there are more applicants than positions, then that board member will be excused from the selection process and thus has no vote.
* You do not need to have a child in STPRD 6 or playing in the division you are coaching to be considered for a coaching position.
* Returning head coaches from the previous year are not guaranteed a coaching position and will be selected by this process outlined above.

Coaching Requirements and Expectations

* Louisiana Youth Concussion Act (314)-The State of Louisiana voted in Act 314 in 2011. This law requires that a “public recreation facility”:
	+ “Shall provide pertinent information to all coaches, officials, volunteers, youth athletes, and their parents or legal guardian which informs of the nature and risk of concussion and head injury, including the risks associated with continuing to play after a concussion or head injury.”
	+ “Require each volunteer coach for a youth athletic activity and each coach with whom the club, facility, or league directly contracts with, formally engages, or employs who coaches a youth athletic activity and each official to concussion and head injury information sheet which includes, but not limited to adequate notice of the statutory requirements which must be satisfied in order for an athlete who has or is suspected to have sustained a concussion or head injury to return to play.”
	+ The Center for Disease Control “Head’s Up” program is “deemed to satisfy the education requirements provided.”
	+ Coaches are required to take the certification and submit the completed certificate prior to the first competition to the STPRD 6 Programs Staff to keep on file. Certification is good for one calendar year.
* Background Checks
	+ Criminal background screening on all applicants is required before volunteering. Background checks are conducted by an outside third party which specializes in such work and overseen by the STPRD 6 Programs Department. This is executed in an effort to protect all participants.
	+ In the event information surfaces via the background check, STPRD 6 Board will review such background check information to determine coaching eligibility. Only STPRD 6 and Admin. Asst. will review data obtained, which will then be processed discreetly. All information is strictly confidential and will not be made public under any circumstances.
	+ The following offenses will strictly prohibit a volunteer from coaching:

*A person will be disqualified and prohibited from serving as a volunteer for STPRD 6 if the person has been found guilty of the following crimes. Guilty means that a person was found guilty following a trial, entered a guilty plea, entered a no contest plea accompanied by a court finding of guilty, regardless of whether there was an adjudication of guilt (conviction) or a withholding of guilt, or the record has been expunged. This policy does not apply if criminal charges resulted in acquittal, Nolle Prosse, or dismissal.*

1. All sexual offenses, regardless of the amount of time since offense. *Examples include, but are not limited to: • Child molestation, rape, sexual assault, sexual battery, sodomy, prostitution, solicitation, indecent exposure.*

 2. All felony offenses that constitute crimes against the person, regardless of the amount of time since offense.

*Examples include but are not limited to: • Murder, manslaughter, aggravated assault, kidnapping, robbery, aggravated burglary.*

3. Any crimes involving children, regardless of the amount of time since the offense.

* + The following offenses may strictly prohibit a volunteer from coaching:

 1. All felony offenses other than those against the person or sexual within the past 10 years.

*Examples include but are not limited to: • Drug offenses, theft, embezzlement, fraud, child endangerment.*

2. All misdemeanor that constitute offenses against the person within the past 7 years.

*Examples include but are not limited to: • Simple assault, battery, domestic violence, hit & run.*

3. All misdemeanor drug & alcohol offenses within the past 5 years or multiple offenses in the past 10 years.

*Examples include but are not limited to: • Driving under the influence, simple drug possession, drunk and disorderly, public intoxication, possession of drug paraphernalia.*

4. Any other misdemeanor within the past 5 years that would be considered a potential danger to children or is directly related to the functions of that volunteer.

*Examples include but are not limited to: contributing to the delinquency of a minor, providing alcohol to a minor, theft – if person is handling monies.*

Pending cases: Anyone who has been charged for any of the disqualifying offenses or for cases pending in court may not be permitted to volunteer until the official adjudication of the case. Should any charges be uncovered or brought against the applicant during his/her time with STPRD 6, the applicant shall be suspended until such time as the charges have been cleared or dropped and he/she is reinstated by RD 6. The Applicant is required to disclose to the STPRD 6 charges that are brought during his/her time with STPRD 6.

* It is expected that coaches will be:
	+ Reliable and on time
	+ Responsible for distributing the uniforms to the team.
	+ Ensuring that parents and athletes are aware of practice and game schedules.
	+ Following the schedule request policies per sport.
	+ Ensure that athletes are receiving fair playing time.
	+ Promoting sportsmanship among the athletes and parents.
	+ Ensuring athletes safety. If there are unsafe playing conditions, the coach is responsible for notifying the District.
	+ Filling out injury reports
	+ Conducting themselves in a professional manner at all times and in accordance with the adopted Coaches Code of Conduct.
	+ Accounting for equipment they are issued. If any problems arise with the equipment, please contact the District.
* Code of Conduct
	+ Coaches will accept the following conditions as found in the Coaches Code of Conduct.

*I will not curse, use profanity, or engage in any public confrontation or open display of anger with the referees, STPRD 6 staff, Score Keepers, parents, or players.*

*I will not use illegal drugs, alcohol, or tobacco during any practice or game.  I will not be under the influence of any illegal drugs or alcohol while the players participating in this league are under my care and direction.*

*I will not run up a score on any team or coach and I will abide by the rules set forth to govern these situations in my age group.*

*I will treat all STPRD 6 staff, referees, parents and players with the utmost respect, just as I want to be treated.  I will not verbally abuse, physically abuse, or intimidate anyone while acting in my capacity as a coach at STPRD 6.*

*I will abide by all particular age group rules.*

*I will instruct any of my team’s parents to cease disruptive behavior, if it occurs during a game or practice.  I understand if I am not able to curtail the disruptive behavior of a particular parent, the referee may call the game, and my team will forfeit the game.*

*I recognize and understand coaching is a privilege granted to me by St. Tammany Parish Recreation District 6 and can be rescinded at any time, at the will of STPRD 6 Board.*

* **Any coach/ youth sports director who violates the Code of Conduct will go before the Board of Directors.**

Evaluations and Draft Process

* STPRD 6 plays in the West-St Tammany League for all sports with the exception of t-ball and 5/6 coach pitch. STPRD 6 is required to follow WST evaluation and draft rules for the sports that we play with them.
* The only teammate and coach guarantees are for siblings and parents. Carpool request will not be guaranteed as being honored.
* All players are evaluated with the exception of 3-4 T-ball and U6 soccer.

Practices

* All practices are scheduled through the STPRD 6 office. Any canceled or added practices must go through the STPRD 6 office and via email to leeroadrec2013@gmail.com
* All outdoor sport practices are subject to inclement weather. When fields are closed due to poor field conditions and no lightning in the area then the batting cages and outdoor basketball court will remain open.

Games and regulations

* All games are scheduled through the WST league with the exception of the age groups that play in-house.
* Once a game schedule is issued to coaches than it can only be changed due to weather or school activities that directly effect the age group a coach is coaching.
* If reschedules are necessary for any reason and a team cannot make that game then it will only be rescheduled a 2nd time without it becoming a forfeit.

All-stars Selection

* Evaluations will be held to choose 12 players. If a coach wants to put his or her team up then they may.
* If all coaches agree on the 12 players then and only then will there be no evaluations.
* All coaches must agree on the 12 players for all-stars. In the instance we need to break a tie, a vote will be decided by the Director or Board Members. If a coach in this age group is a board member he/she will exclude themselves from voting on the players.

Parental Code of Conduct

STPRD 6 has implemented the following Parental Code of Conduct for the important message it holds about the proper role of parents in supporting their child(ren) in sports. It is a requirement that all parents should read and understand this prior to their child(ren) participating in our leagues by acknowledging the Parental Code of Conduct during online registration.

* Keep a drug, alcohol and tobacco free environment and will refrain from their use.
* Treat others with Respect regardless of race, sex, creed or ability.
* Show respect to all STPRD 6 staff, Board Members and volunteers.
* Abide by all STPRD 6 park rules and regulations.
* Only park in designated parking areas.
* Do my best to keep STPRD 6 Park and related properties in good condition.
* Treat the equipment on these premises with respect.
* Help maintain the cleanliness of the facilities.
* Remember that using STPRD 6 Park and related properties is an opportunity to have fun.
* Be honorable and report all damage occurred by you or your peers to the STPRD 6 Board Members.
	+ Encourage good sportsmanship by demonstrating positive support for all players, coaches and officials at every game, practice or other youth sport event regardless if they are held at Lee Road or elsewhere.
	+ Place the emotional and physical well being of my child ahead of any personal desire to win.
	+ Insist that my child play in a safe and healthy environment.
	+ Provide support for coaches and officials working with my child to provide a positive, enjoyable experience for all.
	+ Remember that the game is for children and not for adults.
	+ Do my best to make youth sports fun for my child.
	+ Promise to help my child enjoy their youth sports experience within my personal constraint by assisting with coaching, being a respectful fan, providing transportation or whatever I am capable of doing.